

REGULATION

ORGANIZATION
Revised 20 July 1959

25X1A

MEDICAL STAFF

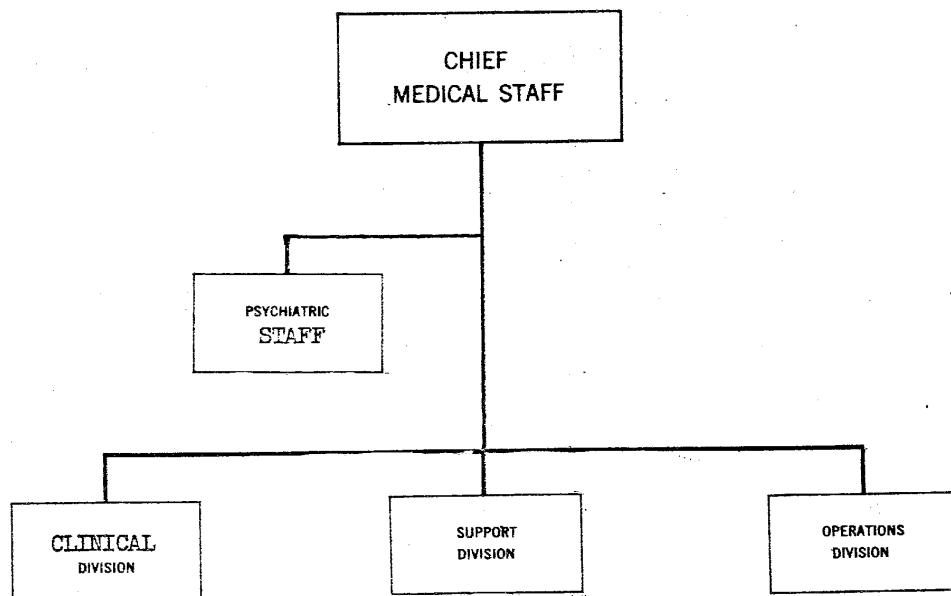


Figure 3

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MANAGEMENT STAFF

5. CHIEF, MANAGEMENT STAFF**a. MISSION**

The Chief, Management Staff is responsible for administering the Agency's Management Program; developing and recommending plans, programs, policies, and procedures designed to improve management and efficiency throughout the Agency; and for rendering appropriate support and advice related thereto.

b. FUNCTIONS

The Chief, Management Staff shall:

- (1) Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the Agency; continually review Agency progress in management improvement; and assist all elements of the Agency in planning, developing, and installing improved management practices.
- (2) Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- (3) Review and coordinate proposals for Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required.
- (4) Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- (5) Provide management consulting service to all elements of CIA and arrange for the utilization of outside management consultants where feasible.
- (6) Review requisitions for and applications of office business machines and equipment, and conduct research and disseminate information related thereto.
- (7) Administer the Agency Records Management and Vital Materials Programs.
- (8) Administer the Agency suggestion awards program.

c. SECURITY

In the exercise of the functions specified above the Chief, Management Staff shall recognize security as a basic consideration in all actions and recommendations. Procedures for studies and reviews shall be as mutually arranged between the Chief, Management Staff and officials of the Agency components involved. In particular, the Chief, Management Staff will defer to the security requirements in covert offices. However, in the event that the Deputy Director (Plans) should finally nonconcur in a proposed action affecting a covert office, which the Chief, Management Staff considers basically essential, the Director will be consulted.

d. ORGANIZATION

See organization chart, figure 2.